
Editing Tips Chart

The following chart will provide a quick reference to some of the editing tips that are helpful when working in the SI Editor.

EDIT MENU

Undo

- Select **Undo** from the **Edit** menu to reverse multi-level actions
- Click the **Undo** Toolbar button

Cut/Copy/Paste

- Highlight text to be cut, copied or pasted
- Select Cut, Copy or Paste from Edit Menu or
- Click the Cut, Copy or Paste Toolbar button or
- Click the right mouse and select Cut, Copy or Paste
- Keystrokes - Cut = **Ctrl+Z**, Copy = **Ctrl+C**, Paste = **Ctrl+V**

Note:

You can Cut or Copy from one Section and paste to another Section. You can also paste text from another software program into a Section in the Editor.

Deleting Text

- Highlight a word or paragraph -
- Hit the Del key or
- Click the right mouse button and select **Delete**
- Hit the **Shift Del** keys when cursor is positioned on any beginning tag to delete beginning and end tags, and everything between

Deleting Subparts

- Highlight entire subpart to be deleted (including the beginning and end subpart tags)
- Hit the Del key or click the right mouse button and select **Delete**
- Position cursor before the beginning subpart tag to be deleted
- Hit **Shift Del** key to delete the entire subpart

Note:

If the subpart you want to delete contains 2 or 3 subparagraphs (2.4, 2.4.1, 2.4.1.1), you

can delete all subparts at once. Position the cursor before the second-level subpart tag (2.4) and hit the **Shift Del** key. All subparagraphs within the subpart will be deleted.

Find

- Select **Find** from the **Edit** menu or
- Click the **Find** Toolbar button or
- Click the right mouse button and select **Find** or
- Keystrokes - **Ctrl+F**

Find Tags

- Select **Find Tags** from the **Edit** menu
- Keystrokes - **Ctrl+I**

Replace

- Select **Replace** from the **Edit** menu or
- Click the **Replace** Toolbar button or
- Click the right mouse button and select **Replace**
- Keystrokes - **Ctrl+H**

Next

- Select **Next** from the **Edit** menu or
- Click the **Next** Toolbar button or
- Click the right mouse button and select **Next**
- Keystrokes - **F3** key repeats the previous **Find**, **Find Tags**, or **Replace**

Redlining

Note:

Redlining is an advanced feature and new users should read the User's Guide before beginning to edit with this function in operation.

Execute Redlines

- Select **Execute Redlines** from the **Edit** menu or
- Click on the **Execute Redlines** Toolbar button
- Keystrokes - **Ctrl+F8**

Go to Page

- Select **Go to Page** from the **Edit** Menu and enter page number
- Keystrokes - **Ctrl+G**

Note:

The File, Window and Help Menus in the SPECSINTACT Editor are similar to most

found in MS Windows Applications.

VIEW MENU

View Tags

- Select **Tags** from the **View** menu to toggle Tags or
- Click the **Tags** Toolbar button or
- Click the right mouse button and select **Tags**
- Keystrokes - **Alt+T**

View/Hide Notes

- Select **Notes** from the **View** menu to toggle Notes or
- Click the **Notes** Toolbar button or
- Click the right mouse button and select **Notes**
- Keystrokes - **Alt+N**

View/Hide Redlines

- Select **Redlines** from the **View** menu to toggle Redlines or
- Click on the **View Redlines** Toolbar button or
- Click right mouse button and select **Redlines**
- Keystrokes - **Alt+R**

View/Hide English

- Select **English** from the **View** menu to toggle ENG measurements or
- Click right mouse button and select **English**
- Keystrokes - **Alt+G**

View/Hide Metric

- Select **Metric** from the **View** menu to toggle MET measurements or
- Click right mouse button and select **Metric**
- Keystrokes - **Alt+M**

View/Hide English & Metric

- Select **Both** from the **View** menu to toggle both ENG & MET measurements or
- Click right mouse button and select **Both**
- Keystrokes - **Alt+B**

View/Hide Marks

- Select **Marks** from the View menu to toggle on or off non-printing characters

	like paragraphs, tabs and spaces
<i>View/Hide Colors</i>	<ul style="list-style-type: none"> • Select Colors from the View menu to toggle colors on-screen colors on or off in the Editor
<i>View/Hide Tags Bar</i>	<ul style="list-style-type: none"> • Select Tags Bar from the View menu to view or hide the Tags Toolbar buttons

INSERT MENU

Insert Page Break

- Select **Page Break** from the **Insert** menu to insert a hard Page Break
- Keystrokes - **Ctrl+Enter**

Insert Tags

- Select **Tags** from the **Insert** menu to select tags to insert into the Section (except <ADD> and <TAI> tags)
- The most commonly used tags can be inserted by clicking on their Toolbar buttons
- The Toolbar also contains buttons for inserting **Bold** <HL3></HL3>, **Italic** <HL2></HL2>, and **Underline** <HL1></HL1> tags, available as well by right-clicking and selecting **Attributes, Style** and the applicable command
- Keystroke - **F4** will display the Insert Tags dialog box

Note:

When inserting tags, you can either type the information first, then select it and insert the tags, or you can insert the tags and type the new information between the appropriate beginning and end tags.

Insert File

- Select **File** from the **Insert** menu to insert another Section (.sec) file or an entire ASCII format file into the Section.

Note:

This is **not** the recommended way to add text to a Section.

FORMAT MENU

Character

- Select **Character** from the **Format** menu to change the Font, Font Size,

Document

and Attributes (Bold, Italic, Underline, Superscript, Subscript, Strikethrough) of a tag set

- Keystrokes - **Alt+C**
- Select **Document** from the **Format** menu to change the Margin Units from Inches to Millimeters if needed, change top and/or bottom Page Margins, Tag Margins, and Default Tab Stops.
- Keystrokes - **Alt+D**

WINDOWS MENU**Cascade**

- Displays all open files so that they overlap each other with the title bar of each visible

Tile Horizontal

- Displays all open files above one another with each file visible and accessible

Tile Vertical

- Displays all open files above side by side with each file visible and accessible

Arrange Icons

- Displays all open file icons in rows

Close All

- Closes all open files

Note:

The **Window** menu also gives a list of all the currently open Sections at the bottom. From this list, you can select which Section to view or edit.

UTILITIES MENU**Spell Check**

- Select **Spell Check** from the **Utilities** menu or
- Click the **Spell Check** Toolbar button
- Keystroke - **F2**

Colors

- Select **Colors** from the **Utilities** menu to change the background or foreground color of any tag, as well as the text it contains.

***Validate Document
on Save***

- Select **Validate Document on Save** from the **Utilities** menu to perform validation on the Section before it is saved
- Keystroke - **F5**

Automatic Backup

- Select **Automatic Backup** from the **Utilities** menu to set the Editor to automatically save your document at a time interval you choose

Selecting Text***To select text***

- Click and drag with mouse or
- Double-click to select a single word or
- Keystrokes -
- Shft + Right or Left → will select one character at a time
- Shft + Ctrl + Right or Left → will select one word at a time
- Shft + End will select from beginning to end of a line
- Shft + Home will select from end to beginning of a line
- Shft + Down or Up → will select one line at a time in the applicable direction
- Shft + PgDn or PgUp will select a page at a time in the applicable direction
- Shft+Ctrl + End or Home will select the rest of the Section in the appropriate direction

Note:

The **File**, **Window** and **Help** menus in the SI Editor are similar to most of those menus found in other Windows applications.

